

**CONFIDENTIAL**

OTR 78-8095

27 FEB 1978

MEMORANDUM FOR: Director of Logistics

ATTENTION: Chief, Real Estate and Construction  
Division, Office of Logistics

FROM: Harry E. Fitzwater  
Director of Training

SUBJECT: Request for Delegation of Contracting  
Authority [ ] Grounds Maintenance  
Services (C)

REFERENCE: Memo to D/L fr DTR (OTR 77-7145)  
dtd 24 Feb 77, Same Subject

1. (C) Action Requested: This memorandum requests that contracting authority be delegated to [ ] for the execution and administration of a grounds maintenance services contract to be performed [ ] the amount of \$15,000.

2. (C) Basic Data or Background: For the past two years, [ ] has required contractual assistance for performing mowing, plowing, and minor landscaping functions [ ]. It is the intention [ ] to again solicit for bids and to award a contract for this seasonal-type work. The same contractual conditions and terms previously submitted with reference, and subsequently approved by the Director of Logistics, will apply.

3. (C) Recommendation: It is recommended that the Real Estate and Construction Division, Office of Logistics, review the attached scope and description of work, and that the Director of Logistics delegate [ ] the authority to execute and administer a grounds maintenance services contract in an amount not to exceed \$15,000. Funds for performing this type of work are available in [ ] Fiscal Year 1978 budget.

Attachment

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Approved For Release 2005/08/02 : CIA-RDP86-00800R000200110010-4

SUBJECT: Request for Delegation of Contracting Authority -  
25X1 ☐ Grounds Maintenance Services (C)

APPROVED: See Covering Memo dtd  
Director of Logistics

DISAPPROVED: \_\_\_\_\_  
Director of Logistics

DATE: \_\_\_\_\_

Distribution:

Orig - Return to DTR, w/o att  
✓ 2 - D/L, w/1 cy att

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